



Agenda

Desert Community College District Board of Trustees
43-500 Monterey Ave., Palm Desert, CA 92260

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: WEDNESDAY, NOVEMBER 18, 2015
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE ROOM

Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the President as soon in advance of the Board meeting as possible.

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, www.collegeofthedesert.edu. This is a non-interactive format allowing viewers to hear the discussion and view the Board of Trustees during the meeting. Archived video of some prior meetings is also available. The minutes of the meetings of the Board of Trustees are the official record of the actions of the Board.

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE - ROLL CALL

II. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Board, or (if less than 2/3 of the members are present, a unanimous vote of those present), that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified.

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of November 18, 2015 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 am to 10:45 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed.

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

- 1. CONFERENCE WITH LABOR NEGOTIATOR,** Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

2. PERSONNEL

a. DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT

(Government Code Section 54957)

- Superintendent/President

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

- Superintendent/President

3. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

Section 54956.9 (d)(2/3/4) Specify number of potential cases: 4

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 641 261 020 0, 687 199 001, 687 199 002, 687 212 009, 687 212 010, 687 212 011, 687 212 022, 687 212 023, 687 212 024, 687 212 027

Agency Negotiator or Designee: Dr. Joel Kinnamon

IV. OPEN SESSION (11:00 a.m.)

Closed session report (if any)

V. PUBLIC UPDATES

VI. PUBLIC COMMENTS: PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE "REQUEST TO ADDRESS THE BOARD" FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.

VII. INTRODUCTION OF STAFF

VIII. APPROVE THE MINUTES OF:

Regular meeting of October 23, 2015 ([Details on COD Website](#))

IX. REPORTS

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE

- D. C.O.D.F.A.
- E. C.O.D.A.A.
- F. C.S.E.A.
- G. STUDENT TRUSTEE REPORT
- H. SUPERINTENDENT/PRESIDENT
- I. GOVERNING BOARD

X. ACTION ITEM:

ADMINISTRATIVE SERVICES- Action Item 6

- Resolution #111815-4 Authorizing the Issuance of the Desert Community College District (Riverside and Imperial Counties, Riverside) 2016 General Obligation Refunding Bonds
 - Adam Bauer from Fieldman, Rolapp & Associates, and David Casnocha, Stradling Yocca Carlson & Rauth

XI. STUDY SESSION

- Annual Safety Report (Clery Report) – Tim Nakamura, Interim Director, Public Safety Academy, Director, Public Safety & Emergency Preparedness
- Student Success Scorecard Presentation – Dr. Daniel Martinez, Director of Institutional Research, and Dr. Kelly Hall, Academic Senate President

XII. CONSENT AGENDA: All items on the Consent Agenda will be considered for approval by a single vote without discussion. Any Board member may request that an item be pulled from the Consent Agenda to be discussed and considered separately in the Action Agenda.

A. BOARD OF TRUSTEES

1. Annual Organizational Meeting

B. HUMAN RESOURCES

1. Personnel Items
2. 2016-2017 Holiday Schedule
3. Approval of 2016-2017 College of the Desert Academic Calendar
4. Initial Proposal DCCD & CSEA – Second Reading
5. MOU's Between DCCD & CSEA
6. MOU Between DCCD & CTA

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction

2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll
5. Gifts/Donations to the District
6. Out-of-State Travel
7. Notice of Completion – Measure B Bond Project
8. Amendment to a Contract – Measure B Bond Project
9. Budget Transfers

D. STUDENT SUCCESS & STUDENT LEARNING

1. 2015-2016 Catalog Addendum 2
2. Courses and Programs Approved by Curriculum Committee

XIII. ACTION AGENDA

A. ITEMS PULLED FROM THE CONSENT AGENDA FOR SEPARATE DISCUSSION AND CONSIDERATION

B. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Resolution #111815-1 Establishing a Special Revenue Fund (Fund 39)
3. Resolution #111815-2 Establish Checking Account for the Operation of the Solutions Kiosk
4. Resolution #111815-3 Terminate California Community College League Other Poster-Employment Benefits (OPEB) Trust JPA Agreement
5. 2014-2015 College of the Desert Foundation Audit Report

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONT'D if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/18/2015

AREA: Board of Trustees

ITEM #: 1

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TITLE: ANNUAL ORGANIZATIONAL MEETING DATE

BACKGROUND:

In accordance with the Education Code, the governing board of each college district shall hold an Annual Organizational Meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member, elected at that election, takes office. The Annual Organizational Meeting, in years in which no such regular election for governing board members is conducted, shall be held during the same 15-day period on the calendar. This year the dates are December 4-18, 2015.

Unless otherwise provided by rule of the governing board, the day and time of the Annual Organizational Meeting shall be selected by the Board at its regular meeting held in November and shall notify the County Superintendent of Schools of the day and time selected. The Clerk of the board shall, within 15 days prior to the date of the Annual Organizational Meeting, notify in writing all members (and members-elect) of the date and time selected.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board Chair recommends that the Annual Organizational Meeting for the Board of Trustees of the Desert Community College District be set for Friday, December 18, 2015, in the Cravens Student Services Center Multi-Purpose room.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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A recommendation is made that the Board of Trustees approves the following list of Personnel Items:

Name	Position	Department	Effective
Appointments: Classified			
Andrea Calise	Payroll Specialist	Fiscal Services	10/19/2015
Carlene Hart	Secretary (PT)	BSI	10/26/2015
Kayci Lydeen	Transfer & Career Ctr Specialist (PT)	Counseling	11/9/2015
Carlos Perez	Instructional Lab Tech (PT)	PSA	10/19/2015
Jill Probst	Admin. Asst., Security	Security	11/9/2015
Olivia Reynolds	PT A & R Technician	A & R	10/26/2015
TeDreanna Spears	Financial Aid Specialist	Financial Aid	10/26/2015
Appointments: Faculty			
Michael Cushner	Temporary FT-Psychology	Arts & Sciences	Through Fall 2015
Racquel Schoenfeld	Coordinator/Counselor	CalWORKS	10/8/2015 – 6/30/2016
Classified: Transfer			
Socorro Garcia	Bursar Tech	Fiscal Services	11/9/2015
Classified: Increased Hours			
Ricardo Rocha	Testing Services Technician	Counseling	11/2/2015-6/30/2016
Richmond Sams	Custodian 19.5 to 24	M & O	8/17/2015
Daniel Zamora	Custodian 19.5 to 24	M & O	8/17/2015
Classified: Temporary/Substitute			
Gabriela Gudino-Nieto	CalWORKS Specialist	CalWORKS	9/23/2015 – 12/31/2015
Gabriela Hernandez	TRiO DSPS SSS Secretary	TRiO	10/16/2015 – 1/15/2016
Judy Howard	Financial Aid Specialist	Financial Aid	10/30/2015-11/12/2015
Humberto Reynoso	Instructional Lab Tech-Art	Arts & Sciences	10/14/2015–12/23/2015
Tiffany Rivera-Aceves	Temp Custodian	M & O	10/12/2015–1/18/2016
Cecilia Woodward	Temp Payroll Specialist	Fiscal Services	10/19/2015–0/21/2015
Resignations/Terminations			
Christina Corrales	TRiO DSPS SSS Secretary	TRiO	10/14/2015
Danielle Krol	Director, Library	Library	6/30/2016
Tim McMullen	Instr. Lab Tech-Art	Arts & Sciences	10/12/2015
Temporary Employment Agreements w/ Faculty/Staff:			

Valerie Calderon	Certified Athletic Trainer	Athletics	10/14/2015–6/30/2016
Courtney Donowho	Training for PaCE	PaCE	12/3/2015 - 4/30/2016
Anthony Fesmire	MUS 99 Sessions	Arts & Sciences	9/8/2015–12/18-2015
Kendra Mason	Certified Athletic Trainer	Athletics	10/14/2015– 6/30/2016
Matthew Musselman	Math 70 Review	IEESP	11/3/2015–11/18/2015
Douglas Redman	CNG Cylinder Inspection Training for Burrtec Employees	PaCE	12/5/2015–12/12/2015
Reid Sagara	Complete Student Equity Plan	IEESP	10/7/2015–10/30/2015
Temporary Employment Agreements: Contract Workers			
Lori Gavitt	Water Conservation Wkshp	PaCE	12/1/2015–6/30/2016
Guillermo Mendoza	AEBG Project Manager	Desert Regional Consortium	11/1/2015 – 1/31/2016
Hector Sanchez	Asst. Men’s Baseball Coach	Athletics	11/2/2015 – 6/30/2016
Volunteers			
Laura Diaz Belman	Child Development Center	CDC	10/19/2015
Luvy Vanegas Grimaud	Child Development Center	CDC	10/12/2015
Sandra Nalley Perez	Child Development Center	CDC	10/22/2015

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 2**

AREA: Human Resources

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TITLE: APPROVAL OF THE 2016-2017 HOLIDAY SCHEDULE

BACKGROUND:

To provide a 2016-2017 College of the Desert list of holidays for the College Calendar for the 2016-2017 fiscal years as indicated on next page.

* [Details on COD Website](#)

FISCAL IMPLICATIONS:

All legal holidays are designated in accordance with Education Code Sections 88205 and 79020.

RECOMMENDATION:

Board of Trustees approves the 2016-2017 Holiday Schedule as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 3**

AREA: Human Resources

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**TITLE: APPROVAL OF THE 2016-2017 COLLEGE
OF THE DESERT ACADEMIC CALENDAR**

BACKGROUND:

Board action is required to approve the Academic Calendar.

**[Details on COD Website](#)*

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the 2016-2017 Academic Calendar.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 4**

AREA: Human Resources

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**TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY
COLLEGE DISTRICT (DCCD) AND CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION AND ITS CHAPTER #407 (CSEA) -
SECOND READING**

BACKGROUND:

Pursuant to the Educational Employment Relations Act (EERA) the Desert Community College District and the California School Employees Association and its Chapter 407 (CSEA), jointly submit this proposal for the successor to the parties 2012-2015 Collective Bargaining Agreement.

Article 11: Hours

DCCD and CSEA propose to review, define and improve contract language regarding hours.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the above proposal as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 5**

AREA: Human Resources

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**TITLE: APPROVAL OF MEMORANDUMS OF UNDERSTANDING (MOU's)
BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 407**

BACKGROUND:

On October 14, 2015 two Memorandums of Understanding were reached between Desert Community College District and California School Employees Association:

- 4/40 Schedule
- Golf Driving Range

**[Details on COD Website](#)*

FISCAL IMPLICATION:

These will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the MOU's as presented, pending ratification by CSEA.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 6**

AREA: Human Resources

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**TITLE: APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT AND THE DESERT
COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION (CTA)**

BACKGROUND:

On October 22, 2015 a Memorandum of Understanding was reached between Desert Community College District and Desert Community College District Faculty Association (CTA) per the attached:

- Online Course mandatory training

*[Details on COD Website](#)

FISCAL IMPLICATION:

This will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the MOU as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 1**

AREA: Administrative Services

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**TITLE: PURCHASE ORDERS AND CONTRACTS FOR SUPPLIES, SERVICES AND
CONSTRUCTION**

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **October 31, 2015** as follows:

A. Purchase Orders in excess of \$25,000

In the aggregated amount of \$242,027.49 as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$1,101,824.00, as presented. [Details on COD Website](#)

C. Purchase Orders and Contracts that do not exceed \$25,000

In the aggregated amount of \$1,930,809.73, as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD Website](#)

FISCAL IMPLICATIONS:

All purchase orders and contracts are appropriately funded from unrestricted or restricted sources, as confirmed during the process of preparation of the documentation.

RECOMMENDATION:

Board of Trustees ratifies or approves, as appropriate, purchase orders and contracts as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair and Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

BACKGROUND:

Board action is required to ratify District warrants under AP 6300(a).

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$2,501,655.65, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair and Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 3**

AREA: Administrative Services

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TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

BACKGROUND:

Each month the Fiscal Services Office submits contracts/agreements and/or amendments for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an agreement.

In the case of contracting with professional firms, the District often goes through a process of prequalification based on status, work history, suitability for the work required, and fees. Contracts are subsequently awarded from within the prequalified group of firms. Such is the case with the listed contracts that are part of the Bond Program.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

The contracts are put through an approval process which includes verification of funds available in the budget.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair and Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #4

BACKGROUND:

Board action is required to ratify the District payroll under AP 6300(a).

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies Payroll #4 in the amount of \$3,501,952.10, as follows:

Certificated:	\$2,247,537.21
Classified:	<u>\$1,254,414.89</u>
	\$3,501,952.10

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair and Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 5**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Two Apple 23" HD Cinema Display CLD Monitor, One Mackie 1402 VLZPro 14 ch. Mixer, One BSP Apple Pro Keyboard with FCP 4.0 keycaps and two M-Audio Studiophile BX5 reference speakers donated to the School of Arts and Sciences by Ms. Maria Hoskins, Palm Desert, CA. These items will be utilized by students.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donor by the Office of the President.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 6**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state/country travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state/country travel.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Travel expenses will be paid from Restricted and Unrestricted budget accounts.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the out-of-state/country travel requests for the individuals listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair and Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 7**

AREA: Administrative Services

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TITLE: NOTICE OF COMPLETION – MEASURE B BOND PROJECT

BACKGROUND:

1. The contract with Bell Roof Company for the Road Repair & Parking Lot Improvements & Weatherproofing (Re-Roofing of Maintenance & Operations Building) Project is complete as of October 16, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

FISCAL IMPLICATIONS:

These projects are funded by proceeds from Measure B Bonds and remain within budget.

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair and Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 8**

AREA: Administrative Services

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TITLE: AMENDMENT TO A CONTRACT – MEASURE B BOND PROJECT

BACKGROUND:

Each month the Bond Office submits amendments to Measure B Bond contracts for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an amendment.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

This amendment is an extension of time only and comes at no additional cost to the District.

RECOMMENDATION:

Board of Trustees approves the amendment to the contract listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 9**

AREA: Administrative Services

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TITLE: BUDGET TRANSFERS

BACKGROUND:

Throughout the year, budget transfers are used for modification of a school budget to properly cover expenditures in the appropriate line item accounts. Board approval is required for the transfer of funds. Per Title 5, transfers from the reserve for contingencies (object 7900) must be approved by a two-thirds vote while other transfers only need approval by a majority vote.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the budget transfers presented by simple majority vote.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair and Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 1**

AREA: Student Success & Student Learning

**TITLE: APPROVAL OF 2015-2016 COLLEGE OF THE
DESERT CATALOG ADDENDUM 2**

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BACKGROUND:

Board action is required to approve addendum 2 to the catalog.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve 2015-2016 College of the Desert Catalog Addendum 2, effective Spring 2016.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 11/9/2015 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 2**

AREA: Student Success & Student Learning

**TITLE: APPROVAL OF COURSES AND PROGRAMS
APPROVED BY CURRICULUM COMMITTEE**

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BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2016.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve new courses and programs for Fall 2016.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 11/9/2015 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 1**

AREA: Administrative Services

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TITLE: BUDGET REVISIONS

BACKGROUND:

All budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Section 58307 and 58307, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #071615-4 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 16, 2015.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2015-2016 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair and Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 2**

AREA: Administrative Services

- | |
|---|
| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
| <input type="checkbox"/> INFORMATION |

**TITLE: RESOLUTION #111815-1 ESTABLISHING A SPECIAL REVENUE FUND
(FUND 39)**

BACKGROUND:

Resolution #111815-1 establishes a Special Revenue Fund (Fund 39) as required by the Budget and Accounting Manual as authorized in Education Code Section 84030. The fund is to be established to account for the operation of the Solutions Kiosk instructional program. The Solutions Kiosk program is an approved for-credit course in which business students operate a snack kiosk as a living lab, allowing them to gain real-world experience in establishing and operating a small business. The Special Revenue Fund will ensure compliance with the Budget and Accounting Manual and improve transparency as to the sources and uses of the funds generated through product sales at the Solutions kiosk.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves Resolution #111815-1 to establish a Special Revenue Fund (Fund 39).

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 3**

AREA: Administrative Services

- | |
|---|
| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
| <input type="checkbox"/> INFORMATION |

**TITLE: RESOLUTION #111815-2 ESTABLISH CHECKING ACCOUNT FOR THE
OPERATION OF THE SOLUTIONS KIOSK**

BACKGROUND:

Resolution #111815-2 is to establish a checking account for the operation of the Solutions kiosk instructional program. The Solutions Kiosk program is an approved for-credit course in which business students operate a snack kiosk as a living lab, allowing them to gain real-world experience in establishing and operating a small business.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #111815-2 Establish Checking Account for the Operation of the Solutions kiosk.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 4**

AREA: Administrative Services

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| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
| <input type="checkbox"/> INFORMATION |

TITLE: RESOLUTION 111815-3 TERMINATE CALIFORNIA COMMUNITY COLLEGE LEAGUE OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST JPA AGREEMENT

BACKGROUND:

The Board of Trustees authorized participation in the California Community College League (CCLC) Retiree Health Benefit Program Joint Powers Authority (JPA) on June 22, 2006 with the purpose of investing funds into an irrevocable trust for the purpose of funding the liability for post-employment (retiree) health benefits. The college participated in the membership only and did not invest any funds.

On May 15, 2015, the Board of Trustees approved the participation in the SISC OPEB Trust Fund (Resolution #051515-2). Because the District will not be participating in the CCLC program, membership in the JPA is no longer required.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

The termination of the membership will result in an annual savings of \$3,000.00.

RECOMMENDATION:

Board of Trustees adopts Resolution #111815-3 Terminate California Community College League Other Post-Employment Benefits (OPEB) Trust JPA Agreement.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 5**

AREA: Administrative Services

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| <input type="checkbox"/> CONSENT
<input checked="" type="checkbox"/> ACTION
<input type="checkbox"/> INFORMATION |
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TITLE: 2014-2015 COLLEGE OF THE DESERT FOUNDATION AUDIT REPORT

BACKGROUND:

In accordance with State regulations, the College of the Desert Foundation has undergone the required annual audit. The report is the result of the auditor's review of finances, financial procedures, accounting controls and compliance with applicable State and Federal requirements. The report is also filed with the required State agencies.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the 2014-2015 audit report from Brabo & Carlsen, LLP for the College of the Desert Foundation.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/18/2015
ITEM #: 6**

AREA: Administrative Services

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| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
| <input type="checkbox"/> INFORMATION |

TITLE: RESOLUTION #111815-4 AUTHORIZING THE ISSUANCE OF THE DESERT COMMUNITY COLLEGE DISTRICT (RIVERSIDE AND IMPERIAL COUNTIES, CALIFORNIA) 2016 GENERAL OBLIGATION REFUNDING BONDS

BACKGROUND:

An Election was held in the Desert Community College District (the “District”) on March 2, 2004 for the issuance and sale of general obligation bonds of the District for various purposes in the maximum principal amount of \$346,500,000 (the “2004 Authorization”). The District has previously caused the issuance of General Obligation Bonds, Election of 2004, Series 2004A under the 2004 Authorization, in the aggregate principal amount of \$65,000,000. In 2005, the District issued \$55,771,886.25 of its 2005 General Obligation Refunding Bonds (the “2005 Refunding Bonds”) to refund certain of the outstanding Series 2004A Bonds. On May 6, 2015, the District issued its 2015 General Obligation Refunding Bonds to refund certain of the outstanding 2005 Refunding Bonds.

Pursuant to the 2004 Authorization, on December 20, 2007 the District has also (i) caused the issuance of its General Obligation Bonds, Election of 2004, Series 2007B, in the aggregate principal amount of \$57,850,000.00 and (ii) issued its General Obligation Bonds, Election of 2004, Series 2007C, in the aggregate principal amount of \$223,648,443.95 (collectively, the “Prior Bonds”).

The District now desires to refund all or a portion of the outstanding Prior Bonds (so refunded, the “Refunded Bonds”) through the issuance of general obligation refunding bonds (the “Refunding Bonds”) in an aggregate principal amount not-to-exceed \$200,000,000. All benefits from the refunding will be delivered to the property owners in the District. The final maturity of the Refunding Bonds will not be later than the maturity dates of the Refunded Bonds. The Bonds may be issued in one or more series of tax-exempt or federally taxable current interest bonds.

Just like earlier this year when the District sold refunding bonds, there are two critical legal requirements for the transaction. First, the refunding must produce debt service savings and all the benefits of refunding must be given to the local taxpayers. The District will not receive any money from the transaction. Second, the term of the Refunded Bonds cannot be extended. Thus,

the issuance of the Refunding Bonds will not change the number of years that the District's Refunded Bonds will be outstanding.

(a) Bond Resolution. This Resolution authorizes the issuance of the Bonds, specifies the basic terms, parameters and forms of the Bonds, and approves the forms of Purchase Contract, Escrow Agreement, Continuing Disclosure Certificate, and Preliminary Official Statement described below. In particular, Section 1 of the Resolution establishes the maximum aggregate principal amount of the Bonds to be issued (\$200,000,000). Section 4 of the Resolution states the maximum underwriter's discount (0.4%) with respect to the Bonds, and authorizes the Bonds to be sold at a negotiated sale to RBC Capital Markets, LLC (the "Underwriter"). The Resolution only authorizes the issuance of current interest bonds; capital appreciation bonds are not authorized.

(b) Form of Purchase Contract. Pursuant to the Purchase Contract, the Underwriter will agree to buy the Bonds from the District. All the conditions of closing the transaction are set forth in this document, including the documentation to be provided at the closing by various parties. Upon the pricing of the Bonds, the final execution copy of the Purchase Contract will be prepared following this form.

(c) Form of Preliminary Official Statement. The Preliminary Official Statement (the "POS") is the offering document describing the Bonds which may be distributed to prospective purchasers of the Bonds. The POS discloses information with respect to, among other things, (i) the proposed uses of proceeds of the Bonds, (ii) the terms of the Bonds (interest rate, redemption terms, etc.), (iii) the bond insurance policy for the Bonds, if any, (iv) the security for repayment of the Bonds (the tax levy), (v) information with respect to the District's tax base (upon which such *ad valorem* taxes may be levied), (vi) District financial and operating data, (vii) continuing disclosure with respect to the Bonds and the District, and (viii) absence of litigation and other miscellaneous matters expected to be of interest to prospective purchasers of the Bonds. Following the pricing of the Bonds, a final Official Statement for the Bonds will be prepared, substantially in the form of the POS.

(d) Form of the Continuing Disclosure Certificate. The form of the Continuing Disclosure Certificate can be found in APPENDIX C to the POS. Effective July 3, 1995, all underwriters of municipal bonds are obligated to procure from a bond issuer a covenant that such public agency will annually file "material financial information and operating data with respect to the District" through the web-based Electronic Municipal Market Access ("EMMA") system maintained by the Municipal Securities Rulemaking Board (which is the federal agency that regulates "broker-dealers," including investment bank firms that underwrite municipal obligation issuance). This requirement is expected to be satisfied by the filing of the District's audited financial statements and other operating information about the District, in the same manner the District has filed such information in connection with prior bond issuances. The purpose of the law is to provide investors in the Bonds with current information regarding the District. Similar laws have governed the corporate debt market for many years.

(e) Escrow Agreement. Pursuant to the Escrow Agreement, proceeds from the sale of the Bonds in an amount sufficient to redeem the outstanding Refunded Bonds will be deposited in an

escrow fund (the “Escrow Fund”) held by U.S. Bank National Association (acting as “Escrow Agent”). The monies in the Escrow Fund will be used by the Escrow Agent to refund each series of the Refunded Bonds on the first available optional redemption date following the issuance of the Bonds, which is August 1, 2017. Following the deposit of proceeds into the Escrow Fund, the Refunded Bonds will be defeased and the obligation of Riverside and Imperial Counties to levy *ad valorem* property taxes for payment of the Refunded Bonds will cease.

Details on the COD Website:

[Item A](#)

[Item B](#)

[Item C](#)

[Item E](#)

FISCAL IMPLICATIONS:

There is no fiscal impact to the General Fund resulting from the issuance of the Bonds.

RECOMMENDATION:

Board of Trustees approves Resolution #111815-4 Authorizing the Issuance of the Desert Community College District (Riverside and Imperial Counties, California) 2016 General Obligation Refunding Bonds.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/9/2015 Chair & Vice Chair Review: 11/10/2015
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